

# DFCS Travel Policy Updates – 2016

## Effective Date:

September 1, 2015

**NOTE: Employees are not allowed to get a gas card from the Enterprise locations. If an employee accepts a gas card, these charges will be taken from their payroll check**

**NOTE: Effective immediately, if individual rental reservations are not made through DFCS Enterprise website [http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=DFCSSTGA](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=DFCSSTGA), reservations will not be honored.**

## General Travel Policy:

Travel submitted in excess of 60 calendar days after the month in which travel occurred will be taxable.

If not settled within 120 calendar days, the travel will not be reimbursed.

Travel statements over 60 days old will require a justification statement and their Regional Directors or Unit Director's (special programs paid by DFCS) approval.

## Meal Reimbursement:

For trips involving multiple travel destinations or overnight travel, base the per diem rate on where the night was spent.

## Hotel Checks for Education & Training sponsored events:

The 50 miles, one way policy applies to reservations made via the direct billing through Education and Training as well as hotel advance check request. The employee receives a confirmation email that states if they are within the 50 mile radius, that they should contact their supervisor to cancel the hotel reservation.

DFCS Paid Employees attending Education and Training Unit sponsored training sessions are required to make hotel reservations thru the unit's Registration and Transcript site. Regional Accounting will only issue hotel checks for trainings not sponsored by the Education and Training Unit and for overnight stays not associated with trainings. This is applicable to all travel advances requests submitted after January 12, 2015.

If the reservation window has lapsed for Education & Training sponsored events, Accounting will process a hotel check if the employee submits an approved Travel Advance form, a copy of the last minute training notification, and the hotel confirmation.

If an employee fails to cancel a hotel reservation, the first night's NO-SHOW cost will be taken from the employee's payroll check.

Exceptions to the 50 mile rule must be approved by the DFCS Travel Waiver Unit. Distribution Email address is forthcoming, send to regional accounting until.

## Rental Vehicle versus Personal Vehicle

The cost of a rental vehicle cannot be charged to DFCS when an employee's personal vehicle is unavailable for them to perform their duties, i.e., the employee does not own a vehicle, the employee's vehicle is in the shop, has been wrecked, or being used by another family member.

In the event of an accident, Risk Management should be contacted at 1-877-656-7475 and if it is an Enterprise rental vehicle, you must contact the enterprise rental location from which you rented the vehicle.

Damages to Enterprise Vehicles - Enterprise needs a police report when damage happens to the vehicle to include what caused the damage, the date and time the damage was identified. The car custodian should check the vehicle when it is returned daily so that we can quickly identify and notify Enterprise of any damages done to their vehicles.

## Completing the Cost Comparison Form (The cost comparison must be completed BEFORE renting the vehicle)

Using the Enterprise Website: ([http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=DFCSSTGA](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=DFCSSTGA)),

Select ENTERPRISE (in-state),

**Do not use HERTZ as we still do not have our account numbers established with HERTZ for billing purposes. If you do use them, you will have to pay out of pocket for the rental and be reimbursed.**

- Enter the number of Business Miles based on a computer generated map program (include 30 miles per day for going to and from your trainings/conferences, meals, etc. as part of your business miles)
- Enter the number of Commute Miles (please include the number of miles that you would have to drive to pick up and return the rental vehicle, as this is an extra cost to the DFCS)
- Enter Number of days you plan to rent (remember that if you have to pick up the vehicle on a Friday or Saturday, due to the time you must leave for training on the following Monday, you should include these days in your calculations)
- Access to a vehicle provided by DFCS, always answer NO
- Select Vehicle Size, you must ALWAYS select COMPACT, this does not mean that is what you will rent, but for the comparison it is MANDATORY
- At this point, print your cost comparison, and do not choose Reserve Enterprise Vehicle or Reserve HERTZ Vehicle.
- Return to the previous screen and choose the region/unit that you are paid from to make your reservation

**For all multiple day travel: If traveling for multiple days in a row to attend trainings, meetings, or conferences, the employee must combine the miles** when completing the Cost Comparison Form to determine the most cost effective means of transportation.

The Agency Monthly Rental Contract form must be completed and submitted to request an initial or additional onsite vehicles and gas cards for your agency. This request will be submitted to the DFCS Travel Waiver Unit in order for them to determine cost effectiveness and approve/deny. The approved Agency Monthly Rental Contract form will be emailed from DFCS Travel Waiver Unit to submit to Enterprise before they will allow you to pick up a monthly rental. Contact your regional accounting office for assistance.

Request for rental vehicles larger than a Full Size vehicle must be approved by Director of Field Operations.

The Individual Monthly Rental Contract form must be completed and submitted to request a vehicle for an employee in your agency. This request will be submitted to the DFCS Travel Waiver Unit in order for them to determine cost effectiveness and approve/deny. The approved Individual Monthly Rental Contract form will be emailed from DFCS Travel Waiver Unit to submit to Enterprise before they will allow you to pick up a monthly rental. Contact your regional accounting office for assistance.

When an employee is renting a vehicle whether it is direct billed or charged to their credit card, each rental vehicle and gas charge must be associated with that employee on an itemized Travel Statement, cannot use the monthly vehicle logs, in order to properly report expenses to the Department of Audits and Accounts.

Mileage incurred to drop off or pick up travel statements and travel checks from regional accounting is not reimbursable. Exceptions to this rule will be made on a case by case basis by DFCS Travel Waiver Unit.

### **Travel Advances**

If travel advances above the substantiated expenditures are not remitted within 120 days after the month in which travel occurred, Regional Accounting will report this advance as taxable income on the employee's W-2.

NOTE: If the employee leaves DFCS employment, and does not submit travel expense statements for advances received, this will be reported as taxable income on the employee's W-2.

NOTE: If the travel advance is recouped from the employee's check for failure to submit their travel statement timely, they will not be given the opportunity to submit their travel after the funds have been recouped.